Graduate School

Addendum 2012-2013

The College of
New Rochelle

New Rochelle, New York 10805

The College of New Rochelle is accredited by the Middle States Association of Colleges and Schools, Commission of Higher Education, Middle States Association of Colleges and Schools, 3624 Market Street, Philadelphia, PA 19104, (215) 662-5606, and chartered by the Regents of the University of the State of New York.

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Course schedules for academic years beyond 2010-2012 are tentative. The Schools reserve the right to cancel courses for which there is insufficient enrollment or because of other special circumstances. The current edition of the catalog supersedes all previous editions.

Information contained herein is correct at the date of publication. However, The College of New Rochelle reserves the right to alter its academic policies, procedures, course offerings and fees. For verification, please consult the appropriate administrative or departmental office.

Introduction

Effective July 1, 2011, Federal Regulations (Sections 668.16(e), 668.32(f) and 668.34) require that schools monitor the academic progress of each applicant for federal financial assistance and that the school certify that the applicant is making satisfactory academic progress towards earning his/her degree. This determination of progress must be made at least once a year before the financial aid office disburses any federal aid for the subsequent semester.

The student must meet the following Institutional SAP requirements:

- Qualitative Standard – is at a high enough grade point average (GPA) to reach graduation standards
- Quantitative Standard (Pace) – completion of minimum credit hours to finish program
- Maximum Time Frame – undergraduate students must complete program within 150% of published requirement and for graduate programs of study, institution defines the maximum period based upon length of educational program. You must keep in mind that this is a non-appealable status. Students can continue in their program at their own expense provided they are otherwise academically eligible.

Student must:

- Submit a formal appeal for continued eligibility when he or she does not meet the minimum requirements after a pay period
    - Indicating reason for not making academic progress
    - What has changed that will allow them to regain eligibility
- A student's **Appeal** must be filed within 30 days of notification that financial aid eligibility has been suspended.
    - Qualifications for an Appeal:
        - Serious personal illness or injury that required extended recovery time
        - Death or serious illness of an immediate family member
        - Significant trauma that impaired the students emotional and/or physical health
        - Other documented circumstances (i.e. natural disaster impacting the student or family›s home, and assault, etc)

- During the Appeal process an individual **Academic Plan** must be developed to ensure that the student will mathematically be able to regain SAP by the end of the Academic Plan. An Appeal can only be approved if mathematically the student will make SAP by the end of the Academic Plan

- If an Appeal is Approved, student will be placed on **Financial Aid Probation**

- Student will remain eligible for Title IV funds during the **Financial Aid Probation** and must make SAP by the end of the specified time or he/she will lose Financial Aid Eligibility

- All information must be submitted to the Office of the Registrar before the beginning of the next payment period

Institution must:

- Evaluate institutional SAP business procedures and make appropriate changes (i.e. new language and terminology must be used moving forward)

- Develop and implement a formal appeal process

    - Financial Aid Warning - automatic

    - Financial Aid Probation – only after an approved appeal process and an academic plan

    - Pace-evaluate on regular intervals (i.e. after each payment period) to ensure completion within the maximum time frame

    - Create an individualized Academic Plan – clearly identifies how the student will regain eligibility

- Include transfer credits in the student's Maximum Time Frame

- Address the treatment of repeat coursework for measuring satisfactory progress

- Inform student of changes in Title IV funds policy and of the requirements for progress or failure to make progress

Policy

Please see and follow the individual school SAP policy in the catalog.

Academic Progress Review

The College of New Rochelle reviews the academic progress each academic semester. The review process begins at the end of each semester grading period to determine that the student is meeting the standards. The evaluation is based on the attempted credits and cumulative GPA charts (found in pages 5-8 of this document). PACE is calculated by dividing the number of credits earned by the number of credits attempted. In a semester where the student's semester has received incompletes or no grade, the student's academic record will be evaluated at the end of the incomplete grade submission deadline or as soon as the grade entry has been completed.

Definition of Status

Federal Financial Aid Warning – This status is set when the student fails to meet the cumulative institutional standards. An evaluation is done at the end of each semester (i.e. Summer Terms, Fall, and Intersession/Spring – Note: Intersession and Spring are reviewed at the end of Spring). If the student is not meeting the completion percentages or the GPA requirement the student must be notified and at the end of the Financial Aid Warning semester the student must request an appeal. If an appeal is not granted or requested, this flag should automatically change to the Financial Aid Ineligible Flag after the end of the Warning Semester.

Federal Financial Aid Probation – This status is set manually when an appeal has been granted after the Financial Aid Warning. The student has developed a contract with their academic advisor to meet the institutional standards after a specified period of time. If the standards are not met within the specified contract this flag should automatically change to the Financial Aid Ineligible Flag.

Federal Financial Aid Ineligible - This status is set when the student fails to request or is denied an appeal after the Financial Aid Warning Flag. This flag is also set if the student is not successful in completing the contract agreed upon and is still not meeting institutional standards after the Financial Aid Probation Flag. Lastly, the flag will be set when a student has reached the Maximum Time Frame for his/her degree program. This flag should only be removed manually after a student's record is reviewed.

Academic Dismissal – This status is set when the student has not met for 2 consecutive semester institutional standards and there is no longer an appeal possibility. This student is also no longer eligible for Financial Aid and the Ineligible flag should be set. This flag should only be removed manually after a student's record is reviewed.

Transfer Credits

Transfer credits accepted for the student's academic degree are counted when measur-

ing the maximum time frame to complete the degree. Also, transfer credits listed on a student's CNR academic transcript are counted as both credits attempted and credits earned for SAP purposes.

Transferring to another school within CNR

Upon transferring from one CNR school to another your Federal Financial Eligibility will be re-evaluated under the new program requirements. If determined to be eligible, the Federal Financial Aid Flag will not be carried over to the new program.

Withdrawal on Transcript

An official withdrawal is a student initiated withdrawal that will appear on the student's transcript as a "**W**". However, the unofficial withdrawal is a College initiated withdrawal and will appear on the student's transcript as a "**WX**". The **"W"** and **"WX"** are non-punitive grades and do not affect your cumulative GPA. However, they will affect the total of course completed as they must be calculated in the total credits attempted.

Readmitted Students

Students who have withdrawn from the College, or who have not attended for more than two semesters, and wish to be considered for readmission must contact their respective Office of the Dean or Campus. In addition, official transcripts for any college-level work completed following withdrawal from The College of New Rochelle must be submitted. Students who are returning to CNR after having stopped out need to fulfill the requirements that are in effect at the time of reentry. Academic progress will be reviewed upon readmission. Admissions decisions are exclusively separate from funding decisions. Students who apply to be readmitted are subject to the Financial Aid standards set forth by Title IV, HEA program assistance. All previous coursework at CNR must be included in each review of academic progress for federal and the college's financial aid.

Regaining Financial Aid Eligibility

Students may still be able to regain eligibility for future semesters. This can be accomplished by the student enrolling at CNR at their own expense – without financial assistance. The student may also choose to complete coursework at another institution to correct an accrual deficit, provided the credits can be transferred to CNR. In addition, to be eligible to regain federal financial aid the student cannot have exhausted the maximum time frame..

Cumulative Credits Attempted and Completed Policy
Graduate School Attempted & Completed Credits Guidelines

Total Credits Attempted*	**Must Earn at Least (%)**
60 credit hours and below	*20% of scheduled credit hours*
Required Credits Earned*	***Minimum GPA***
1 – 60	*3.0*

*Transfer credits included

Graduate School Programs must be completed within 5 years and the Financial Aid Ineligible flag will be set when a student reaches the 5 year limit. Students will be flagged for Maximum Time Frame alert upon reaching the 4th year from the indicated matriculation date.

The following grades are considered failures:

GRS: F and IF

Note: When a student attends any of the other branches at CNR, he/she will receive a valid grade for his/her home school.